ONR 08
Comptroller
Contract Requirements

Functions and Structure

Two Primary Functions

- Responsible Office for the Navy-wide RDT&E appropriations.
- Administering Office for Budget Planning, Formulation, and Execution for RDT&E funding allocated to ONR.
  - Includes budget execution for suballocated OSD funding and Outside Funding accepted at ONR.

Many of current ONR 08 processes rely heavily on specialized IT support

- Customer interactive pages/systems
- Web pages for customer information
- Databases and specialized queries

Structure

- Comptroller
- Navy-Wide FM Division
- ONR FM Division
- Accounting Office
- Plan & Program Office

Mandatory DoD & DON Policies/ Regulations

DoD Policies and the DoD Financial Management Regulation lay out requirements for:

- budget formulation
- budget execution
- budget exhibits
- accounting requirements
- fiduciary reporting

DON Policies add additional clarification:

- SECNAVINST 5430.20D dtd 7 Mar 91 – Office of the Chief of Naval Research (which also established Navy-wide (RO) responsibilities)
- SECNAVINST 7000.27 dtd 22 Jan 03– Comptroller Organizations
- SECNAVINST 5430.99 dtd 5 Aug 87 – DON Comptroller Functions – Assignment of Responsibilities
- ASN(FM&C) memo dtd 19 Sep 97 – Effective Program and Budget Execution (Administration of Appropriations)

Financial Management Requirements

- Provide highly experienced financial, budgetary, and analytical support in the planning, budgeting and execution of resources/programs
- Develop financial and programmatic reports using various sources as appropriate
- Develop financial and programmatic correspondence, point papers and briefs for ONR HQ and higher levels
- Provide budget analyst support such as:
  - Review and execute procurement requests ensuring compliance with ONR, Navy, and DoD policies
  - Prepare and execute fund allocations
  - Monitor and report execution for assigned programs
  - Coordinate, prepare, review and finalize the submission of various budget exhibits including but not limited to R-2/R-3s, R-32, NSF Report, and BOCs.
  - Reconcile in-house management information systems to official accounting systems
  - Coordinate and prepare reclamas and responses to congressional inquiries
  - Coordinate and provide budgetary and financial advice to Comptroller staff/customers
  - Extract financial, budgetary, and programmatic data from various internal and external sources to develop sound budget estimates.
- Research and coordination to ensure OSF funding is appropriate (31 USC 1301 review) and executable (650+ OSF documents and $100M per year).
- DFAS bill oversight and coordination to ensure the DFAS bill against ONR/RDT&E,N appropriation is not overstated. Track monthly billings/hours charged.
- Coordinate and facilitate meetings for ONR Comptroller staff
- Clerical support

Chief Financial Officer Act Compliance Requirements

- Develop and support a financial improvement plan for the RDT&E,N appropriation and ONR which supports the larger DoD and Navy-wide effort.
- Post obligations within the reporting period in which they occurred. Pursue expanding the practice of having major contracting activities post awards electronically to STARS
- Perform obligation validations to ensure posted obligations are accurate. With the sheer volume of obligation documents to validate, this is a labor intensive effort requiring follow-up work to electronically requested validations.
- Revise the accounts receivable process to more accurately record collections. Utilize the Overnight Collections History special reports available via the East Coast Computer Associates (CA) View region.
- Manually record accounts payable (AP) when material or service is received and accepted. Assuming a functional AP input screen is available in the accounting system (STARS-HCM), develop process to gather receipt/acceptance data from logistical operations side of the house and/or contractors. Monitor to prevent duplication in vendor pay accounting system (STARS One Pay), as invoices are settled.
- Eliminate problem disbursements older than 120 days, narrowing to 60 days and potentially narrowing even further.

Accounting Requirements

- Financial management and reconciliation support for detail obligation documents between the accounting and payment offices
- Identify systemic problems/errors and submit corrections to impacted organizations (DFAS/ONR/customers)
- Monitor uncommitted/outstanding commitment balances and contact performing activity contracting and/or budget offices regarding balances
- Identify and monitor sweep to cover problem disbursements
- Work with various systems including a web-based reconciliation system (COBRA), ONR's contract administration system (CAMIS), the Standard Accounting and Reporting System (STARS), and ONR's information system (INRIS)

Financial Management Information Technology Requirements

- Design, develop and maintain Budget Allocation System (BAS) and provide a user-friendly GUI interface with DoD's Program Budget Allocation System (PBAS)
- Provide web-based and client server applications, allowing ONR Comptroller staff to leverage the in-house INRIS/NAVRIS and other Oracle databases. This includes customized web-based queries, automated email routines and SQR development.
- Design, develop, and maintain S&T Initial Allocation System (STAS) providing a database application to create, maintain and query allocation data and transition the data to INRIS
- Standard Accounting and Reporting System (STARS) – provide application that integrates STARS data with in-house systems (STAS, INRIS, BAS, PBIS, NBTS). This includes real-time interfaces/reporting.
- Design, develop and maintain Apportionment budget website/database
- Provide training support to Comptroller staff in the use of applications
- Ensure applications and websites are compliant with Section 508 of the Rehabilitation Act
- Design, develop and maintain R-2 website/database. Provide automated workflow through the R-2 development, review and approval process within ONR.
- Design, develop and maintain Request for Information (RFI)/Congressional website. Provide automated workflow through the RFI and Release Paper development, review and approval process
- Identify process improvements based on expertise for 08 Mission, INRIS, Oracle, Access and web based applications.